



FIREARMS & AMMUNITION

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I. POLICY

The following regulations apply to the wearing, carrying, or use in an official capacity of all issued and personal firearms. Only firearms and ammunition meeting division specifications listed in Index Code 402.2 may be used by employees in law enforcement responsibilities, both on and off duty.

II. FIREARMS: ON DUTY

- A. Agents will wear the issued sidearm, loaded with division-issued duty ammunition, while on duty. The Director may, at his or her discretion, authorize that agents in administrative or technical assignments may wear either the issued sidearm or an approved personal sidearm loaded with department approved ammunition. All agents will be armed with a sidearm while on duty or operating a department vehicle. Agents must conceal their firearm from public view.
- B. Agents may carry approved personal firearms while on duty to supplement issued firearms, provided they meet the specifications listed in Index Code 402.2, and all requirements of Section III of this directive are satisfied. Supplemental firearms must be concealed from public view when not in use.
- C. Agents will carry sufficient ammunition to fully reload the issued sidearm two times. These reloads may be carried in their vehicles instead of on their persons. It is highly recommended that all personnel carry at least one reload/magazine on their person at all times while armed.

III. FIREARMS: OFF DUTY

- A. Agents are encouraged to carry a firearm while off duty but are not required to do so unless they are operating a division vehicle.
- B. No agent may wear, carry, or use a firearm while his or her ability to use the firearm is impaired for any reason.
- C. All firearms carried while off duty must be concealed from public view when not in use.
- D. Firearms will be carried in a properly fitting holster designed to carry that particular firearm. Only fanny packs designed to hold firearms securely are authorized.

- E. If a firearm is carried in a purse, the purse must be specifically designed to hold a handgun utilizing a dedicated pouch; OR if a standard purse is being used, the firearm must be secured in a properly fitting holster to prevent loss or accidental discharges.
- F. *For approved procedures for storage of firearms in division vehicles, refer to Index Code 1502, Section IV.F.*

IV. TRAINING REQUIREMENTS

A. All Agents:

1. Must demonstrate proficiency in the use of all authorized firearms before being granted approval to carry such firearms. *Agents who are unable to qualify with an issued firearm must complete mandatory remedial training before resuming official duties.* Agents who are unable to qualify with an authorized personal firearm may not carry the firearm.
2. Must receive in-service training on the department's use of force policies at least annually.
3. At least annually, must demonstrate proficiency with any approved firearm that the agent is authorized to use.
4. Are prohibited from carrying or using in an official capacity any firearm or ammunition that has been altered, tampered with, or whose construction or mechanical condition has been changed from the original manufacturer's specifications.

B. Firearms Instructors:

1. Will review, inspect, and approve all firearms intended for use by each police officer in the performance of duty, prior to carrying.
2. Will maintain a qualification record on each firearm approved by the division for on duty or off duty use.
3. Will provide mandatory remedial training for those employees who are unable to qualify with an authorized firearm, before they resume official duties.
4. Will ensure that all firearms proficiency training is monitored by a certified firearms instructor.
5. Will document all firearms training and proficiency results.
6. Will ensure that all agents who are authorized to carry firearms are instructed in the division's policies on firearms and the use of force before being authorized to carry them; and that such instruction is documented.
7. The Head Firearms Instructor will specify the length of remedial training programs for all agents failing to qualify with firearms. Based on the demonstrated skills and proficiency, remedial training may be set quarterly, tri-annually, or at any interval which will ensure proficiency as determined by the Head Firearms Instructor.

V. SAFETY, MAINTENANCE & REPAIRS

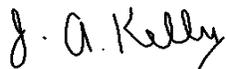
- A. Agents will maintain all firearms and ammunition in a clean and operable condition at all times.

- B. When not in use, firearms will be kept in a secure place, inaccessible to all persons who are not members of the division.
- C. Except during emergencies and formal training, firearms may be loaded or unloaded only at a loading/unloading canister.
- D. Agents will obey all orders issued by firearms qualification instructors at any approved firing range.
- E. Agents with firearms that need repair, inspection or adjustments, especially if a loaner firearm will be required, should contact the Division Administrator. A replacement unit will be issued until the original firearm is returned to the agent.
- F. The Division Administrator will ensure that all repairs made to division firearms be performed by appropriate armorers. The Division Administrator will document details of the repair and will maintain that documentation.

VI. INSPECTIONS

- A. All supervising agents will personally inspect their subordinates' issued firearms and ammunition at least once a month and will document each inspection.
- B. All division authorized personal firearms that are carried while on duty will be inspected at least monthly by the agent's supervisor.
- C. Before the inspection, all firearms will be unloaded and cleared with all magazines and loose rounds secured. The firearm will be disassembled into two components; (1) the frame and (2) the slide (with the recoil spring guide and spring intact). One component will be held in each hand in preparation for the inspection.
- D. The supervisor will inspect all firearms, ammunition and magazines, noting the type and condition of each.
- E. Supervisors will ensure that all agents unload and reload their firearms safely before and after the inspection.
- G. Violations of any firearm and/or ammunition regulation discovered during inspection will be corrected immediately. Supervisors will follow up on previously discovered violations of firearm and ammunition policies to ensure that corrective action has been successful.
- H. All violations will be documented. The supervisor may exercise his or her discretion as to the form of documentation.

VII. CANCELLATION: None.



Jeffrey A. Kelly, Director